

Celebration of Excellence Review Committee Instructions

STEP 1: Evaluation of nomination(s) by each Review Committee member

1. The Review Committee is comprised of the Division's Lead Team (4 AVPs) as well as one non-MPP staff member from each sub-area (4).
2. Each Review Committee member must evaluate all nomination(s) for each nominee for each award.
3. When there is more than one nomination for an individual nominee for the same award category, the nominations for that nominee shall be evaluated together and one combined score given.
4. Nominations should have tangible examples of work, attitude, and behavior which exemplifies the nomination criteria addressed in the nomination. Each nomination will be rated using a 0-4 scale with 4 being the highest based on quality and variety of examples within the nomination(s) received for a specific award category.
5. When there is a Review Committee member nominated for an award, that review committee member shall refrain from scoring as well as participating in any discussion of the nominations for that specific award category.
 - a. Each sub-area will designate an alternate committee member to serve in the event there is a conflict of interest with a committee member who is also nominated for a specific category.

STEP 2: Determine the overall score for each nominee

1. A representative from the Vice President for Student Affairs (VPSA) Office will serve as Recorder for the review committee.
2. The Recorder should utilize the Master Nominee Form to document the Final Total Score for each Review Committee member.

STEP 3: Review and discuss nominees with the highest scores and make final recommendation.

1. Now that a Master Final Score has been determined for each nominee, a discussion should take place to determine the recommended recipients for each award.
2. The VPSA will serve as the facilitator of this discussion.

STEP 4: Selection by Vice President for Student Affairs

Final recommendations will be provided to the Vice President for Student Affairs who will make the final selection for each award.

Division of Student Affairs
Celebration of Excellence Awards
Nomination Rubric:
Pillar of Excellence

Criteria	0 = Not evident	1 = Developing	2 = Promising	3 = Established	4 = Exemplary
Commitment: Describe the employee's dedication to the Division and/or University. Reference specific examples of the employee's reliability and loyalty.		Nomination provides vague and/or little to no examples of performance that went above and beyond	Nomination provides some examples of performance that went above and beyond	Nomination provides several specific examples of performance that consistently went above and beyond	Nomination provides numerous detailed examples of performance that consistently went above and beyond
Integrity: Describe the employee's character and behavior toward providing service to others. Include examples of their relationship with students, faculty, and colleagues.		Nomination provides vague and/or little to no examples of achievements and/or contributions that had positive impact on co-workers, work area, and/or students	Nomination provides some examples of achievements and/or contributions that demonstrate or describe positive impact on co-workers, work area, and/or students	Nomination provides several specific examples of achievements and/or contributions that clearly support the consistently positive impact on co-workers, work area, and/or students	Nomination provides numerous detailed examples of achievements and/or contributions that clearly demonstrate the consistent and positive impact on co-workers, work area, and/or students
Professionalism: Describe the employee's level of expertise, job knowledge, and skills in their position. Cite examples that capture the employee's effectiveness in their position/role.		Nomination provides vague and/or little to no details/examples of unique activities or specific accomplishments	Nomination provides some details/examples of unique activities or specific accomplishments	Nomination provides several specific details/examples that clearly demonstrate consistently unique activities and specific accomplishments	Nomination provides numerous details/examples that clearly demonstrate consistently unique activities and specific accomplishments

Division of Student Affairs Celebration of Excellence Awards

Nomination Rubric Spirit of Excellence

Criteria	0 = Not evident	1 = Developing	2 = Promising	3 = Established	4 = Exemplary
Commitment: Describe the employee(s)'s Spirit of Collaboration with the Division and/or University.	Not evident	Collaboration examples are partially identified but lack substance	Collaboration examples are identified with more substantial details	Collaboration examples are identified and show a partnership with the Division	Collaboration examples are specific with data points and identify a strong partnership with the Division
Support: Share how they assisted with a need or campus issue that impacted student success.	Not evident	Nomination provides vague examples of contributions but does not fully demonstrate a positive impact on student success.	Nomination provides some examples of contributions and/or positive impact on student success, but not both	Nomination provides several examples of contributions that clearly support the positive impact on student success	Nomination provides numerous detailed examples of contributions that clearly demonstrate the consistent and positive impact on student success
Above and Beyond: Describe the employee's efforts to go the extra mile to provide exceptional service.	Not evident	Nomination provides vague examples of efforts that went above and beyond	Nomination provides some examples of efforts that went above and beyond	Nomination provides several specific examples of efforts that consistently went above and beyond	Nomination provides numerous detailed examples of efforts that went above and beyond exceptional service

Division of Student Affairs Celebration of Excellence Awards

Nomination Rubric Excellence in Programming: Inclusion

Criteria	0 = Not evident	1 = Developing	2 = Promising	3 = Established	4 = Exemplary
Meets student needs / critical campus issues based on data and/or specific rationale for program implementation is grounded in evidence	Not evident	Student needs/campus issues are partially identified but not based on data or specific rationale for program implementation	Student needs/campus issues are identified based on data or specific rationale for program implementation is grounded in evidence, but not both	Student needs/campus issues are identified based on some data, integrated into the program, and a specific rationale for program implementation is grounded in some evidence.	Student needs/campus issues are identified based on strong data, integrated into the program, and a specific rationale for program implementation is grounded in significant evidence.
Demonstrates relevance to DSA/ University mission and addresses issues of Inclusion	Not evident	Either DSA/ University mission or aspect of Inclusion is addressed, but relevance is not clearly defined.	Either relevance to DSA/ University mission or aspect of Inclusion is addressed, but not both.	Relevance to DSA/ University mission is evident but only some aspect of Inclusion is addressed	Significant relevance to DSA/ University mission is clearly stated and evident in the proposal. Aspects of Inclusion are clearly addressed.
Displays impact on student success [measures, outcomes and evidence]	Not evident	A plan for outcomes-based assessment is mentioned and/or aimed at gathering evidence of impact on student success but has not been implemented or incorporated.	Either an outcomes-based assessment is described, or evidence is provided of impact on student success but not both.	Outcomes-based assessment is described and measurable, with evidence of impact on student success.	Outcomes-based assessment is described and measurable, with strong evidence of impact on student success proven through data and growth.

Division of Student Affairs Celebration of Excellence Awards

Nomination Rubric Excellence in Programming: Collaboration

Criteria	0 = Not evident	1 = Developing	2 = Promising	3 = Established	4 = Exemplary
Meets student needs / critical campus issues based on data and/or specific rationale for program implementation grounded in evidence	Not evident	Student needs/campus issues are partially identified but not based on data or specific rationale for program implementation	Student needs/campus issues are identified based on data or specific rationale for program implementation is grounded in evidence, but not both	Student needs/campus issues are identified based on some data, integrated into the program, and a specific rationale for program implementation is grounded in some evidence.	Student needs/campus issues are identified based on strong data, integrated into the program, and a specific rationale for program implementation is grounded in significant evidence.
Displays impact on student success [measures, outcomes and evidence]	Not evident	A plan for outcomes-based assessment is mentioned and/or aimed at gathering evidence of impact on student success but has not been implemented or incorporated.	Either an outcomes-based assessment is described, or evidence is provided of impact on student success but not both.	Outcomes-based assessment is described and measurable, with evidence of impact on student success.	Outcomes-based assessment is described and measurable, with strong evidence of impact on student success proven through data and growth.
Collaboration with other DSA departments or divisions	Not evident	There is indication of collaboration with other campus units, but it is not described. Submission does not include a plan for sustainability that is being implemented but may mention it.	Collaboration with other campus units is described or the submission includes a plan for sustainability that is being implemented, but not both.	Collaboration with other campus units is described and the submission includes a plan with long-term goals for sustainability that is being implemented.	Collaboration with other campus units is described and the submission includes an ongoing long-term plan for sustainability that has been implemented and assessed.